

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office	(2) MEETING DATE 10/30/2012	(3) CONTACT/PHONE Robert Cone (805) 781-5011	
(4) SUBJECT Introduction of an ordinance implementing the County fee schedule "A" for Calendar Year 2013 and fee schedule "B" for Fiscal Year 2013-14. Hearing date is scheduled for November 20, 2012.			
(5) RECOMMENDED ACTION It is recommended that the Board: 1) set November 20, 2012 as the date for a public hearing on amendments to the fee schedule and, 2) instruct the County Clerk to prepare a quarter page display advertisement for publication in a newspaper of general circulation to provide information about fee ordinance changes.			
(6) FUNDING SOURCE(S) User Fees/Service Charges	(7) CURRENT YEAR FINANCIAL IMPACT N/A	(8) ANNUAL FINANCIAL IMPACT N/A	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input checked="" type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) - All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Administrative Office / Robert Cone

DATE: 10/30/2012

SUBJECT: Introduction of an ordinance implementing the County fee schedule "A" for Calendar Year 2013 and fee schedule "B" for Fiscal Year 2013-14. Hearing date is scheduled for November 20, 2012.

RECOMMENDATION

It is recommended that the Board: 1) set November 20, 2012 as the date for a public hearing on amendments to the fee schedule and, 2) instruct the County Clerk to prepare a quarter page display advertisement for publication in a newspaper of general circulation to provide information about fee ordinance changes.

Discussion

Every year, County departments are asked to conduct a thorough analysis and justification for the fees they charge and to update their fee schedules. During the 1999 public hearing on the comprehensive fee schedule, the Board of Supervisors decided to review only proposed changes to the fee schedule each year and once every five years review all the fees charged for services by County departments. This review was done in 2009 for the FY 2010-11 fee cycle, and therefore, only fees that are changing in the FY 2013-14 cycle are before the Board today.

The majority of fee changes will go into effect on July 1, 2013. The exception to this are fees Parks, Golf Courses, and Airport parking will go into effect on January 1, 2013 in order to best serve customers and effectively manage the finances of these services. The Board agreed to this exception in December 1999, in November 2011 the Board similarly approved moving Probation fees to Schedule "A". It is also recommended that Clerk-Recorder fees for birth and death records as well as copies of records to government agencies and new Environmental Health fees for inspections of Body Art facilities and Cottage Food facilities be moved to January 1, 2013 to bring them into better alignment with the state statutory schedule.

Fees help offset the cost of services provided by many County departments. Examples of these services include animal adoption and registration, building permits, rental of County facilities, and passes to recreational facilities such as campgrounds and golf courses. Implementation of the fee schedule continues the Board's past practice of recovering costs from those who benefit from certain services the County provides beyond the basic, tax-supported services.

Updates to the fee schedule reflect Board of Supervisors' budget policy number 20, Cost Recovery through Fees, directing departments to recover costs through fees where reasonable and after all cost-saving options have been explored. As noted later in this staff report, not all fees are set at a level to allow for full recovery of costs (i.e. other funding sources, including the General Fund, offset some portion of these costs.)

Approach and Timing of the Fee Schedule:

At the conclusion of the hearing, a master fee schedule including adopted changes to the fees currently charged by the County will be produced and distributed to County departments and posted on the County's web site for the public.

Executive Summary

A total of 1,998 fees were reviewed by County departments. The majority of those fees, 1,468 or 73% are recommended to remain unchanged. Increases account for 16% or 311 of the fees while 107, or 5%, are decreasing. There are 94 (5%) new fees being proposed and 19 (1%) are being eliminated for a net of 1,980 fees.

The majority of fees (79%) are at full cost recovery. In many cases, those that are not are either kept below full cost recovery due to Board policy, or set by statute. Additionally, some fees are set lower than full recovery such as some Library fees to encourage the return of Library materials or Health Agency fees that are set below cost recovery in the interest of public health and safety.

This year, labor costs calculations for fees were based upon the current salary and benefit projection with no additional prevailing wage increase added. Additionally, the use of the Consumer Price Index (CPI) was an option as the April 2012 Los Angeles-Riverside Consumer Price Index for all Urban Consumers was 1.52%.

Procedures Used to Determine Fees:

Departments had the option not to make any changes to their current fee schedules if 1) the current fee was already at full cost recovery; 2) a time study or review of actual costs based on historical information did not indicate a fee change was warranted; or 3) there had been no change to statutory fees. Fee increases were determined by one of four methods depending on information available on the cost of providing the service:

1. Calculation of Actual Cost Based on Historical Information. This is the preferred method for determining fees. The actual cost of a service is usually calculated through the use of the County's cost accounting system.
2. Time-in-Motion Studies. Where large volumes of services are provided and it is impractical to determine the actual cost for each service, a time-in-motion study based on an average hourly rate is used.
3. Comparable Fee Survey. When cost accounting and time-and-motion studies are impractical, rates charged by comparable agencies for the service can also be used as cost indicators.
4. Use of Consumer Price Index (CPI): Departments had the option to use the consumer price index. The April 2012 Los Angeles-Riverside Consumer Price Index for all Urban Consumers is 1.52%.

The particulars regarding the fees are reported in the departmental summaries later in this staff report. Each summary contains a chart detailing the total number of fees that were reviewed for each department. The chart indicates the number of fees that are increasing, decreasing, deleted, or are new or unchanged. Briefly, some of the more significant changes proposed by departments are:

Clerk-Recorder

Effective January 1, 2012, Assembly Bill 1053 authorized the base fee for certified copies of birth, death and fetal death records to be increased incrementally over three years, in January 2012, 2013 and 2014. To ensure that the County's fee schedule is as up to date as possible, these three fees will move to the Schedule A fees schedule, and will go into effect in January 1, 2013 rather than July 2, 2013.

Environmental Health

Environmental Health has requested that a total of twelve new fees become effective as part of the Schedule A fee schedule on January 1, 2013. Ten fees are the result of AB 300, the bill that contained the requirements for implementing the body art facility inspection program. The two remaining fees were the result of AB 1616, known as the Cottage Food bill that allows for the preparation and sale of certain non-potentially hazardous foods such as breads, cookies and jams out of a private home.

These bills did not pass until after fees for FY 2012-13 were approved. Therefore, in order to recover the costs for implementing the program in FY 2012-13, it is necessary to implement the fees effective January 1, 2013.

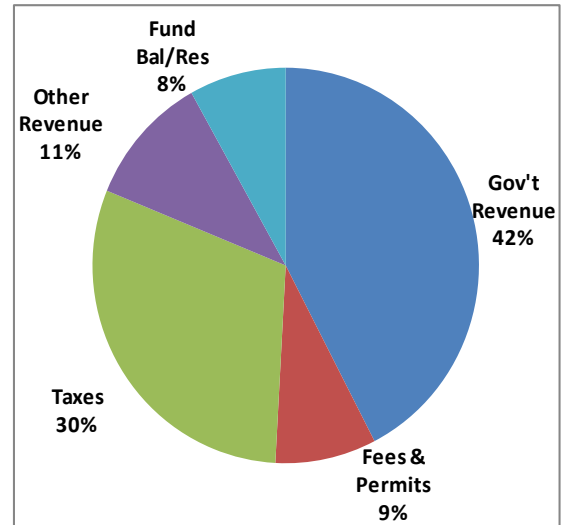
Other Agency Involvement

All departments that charge fees are responsible for updating their fee schedules, supported by actual cost calculations or other methods as mentioned above. The proposed fees have been reviewed and approved by the appropriate commissions and advisory bodies. All calculations are reviewed by the Auditor-Controller's Office who approves them prior to the recommended fees being submitted to the Administrative Office. The Administrative Office reviews all proposed changes for policy implications and to ensure the requested fee does not exceed actual costs. County Counsel has reviewed the fee authority and fee ordinance for form and legal effect.

Financial Considerations

Fees help to offset the cost of providing County services to those who benefit from services that exceed basic tax-supported services. Fees for services, including licenses, permits, fines and forfeitures represent approximately \$41.5 million of the County's sources of financing for FY 2012-13. This compares to other major revenue sources including \$208.1 million of State and Federal Aid and \$241.2 million in sale, property, and other taxes and revenues as well as fund balance/reserves. For FY 2012-13 fees represent approximately 8.4% of revenues. Historically, fees for services, including licenses, permits, fines and forfeitures, have averaged 10% to 13% of revenues.

Please note that fees as a percentage of funding in FY 2013-14 are unknown at this time since the budget for FY 2013-14 has not yet been created. However, based on preliminary estimate by departments, fee for services revenue (excluding licenses, permits, fines and forfeitures), will decrease by approximately .17% (\$48,312) for FY 2013-14 as compared to FY 2012-13 budgeted levels of \$28.35 million. This decrease can be attributed to a combination of a reduction in staff, services being streamlined, and the continuing sluggish economic recovery. Revenue projections are preliminary and departments will refine their projections as part of their budget submittal for FY 2013-14.



Results

This item will serve as the notice to County residents of the County's intention to change selected service fees. The subsequent public hearing will provide an opportunity for the public and the Board of Supervisors to discuss cost-recovery through fees, how fees are calculated, and the difference between tax-supported services and fee-supported services. Implementation of the fee schedule will continue the Board of Supervisors' past practice of recovering costs from those who benefit from certain services the County provides beyond the basic, tax supported services.

Attachments:

- Notice of Public Hearing
- Fee Ordinance
- Summary of Changes – Schedule A
- Summary of Changes – Schedule B

SUMMARY OF CHANGES TO CURRENT FEES
Summary of Schedule A – Fees effective JANUARY 1, 2013

Airports - Fund Center 425 (parking fees only)

As shown in the chart below, the Airport has a total of 10 fees in their proposed fee schedule for FY 2013-14 Airport parking fees.

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
10	7	0	0	2	1	9

Fees for the parking of automobiles at the San Luis Obispo Airport take effect in January and are part of the Schedule A Fee Schedule. The FY 2013-14 Airport fee schedule is based upon market surveys and includes a total of ten (10) parking fees. The proposed fee schedule includes the elimination of one (1) fee and the creation of two (2) new fees. The remaining seven fees are unchanged.

The “metered parking” fee is being eliminated as the Airport has eliminated parking meters and installed self-serve electronic parking kiosks that can accept cash or credit cards. This change also results in one of the two new fees, the “hourly rate” fee. The metered parking fee was structured to be 25 cents per fifteen minutes. The minimum time parking frame allowed by the kiosks is one hour as credit and debit card transactions generally do not accept amounts less than one dollar. The change is related to the minimum time frame for short term parking which is being revised from fifteen minutes to one hour. The cost for one hour of parking remains unchanged at \$1/hour.

The second new parking fee is the “Disabled Person/Disabled Veteran Parking” fee. This fee discounts the per calendar day, per vehicle parking fee from \$12 to \$8 per day for persons and veterans who are disabled. The Airport has historically offered this discount and the inclusion in the fee schedule formally documents this discounted rate.

Annual Airport revenues from automobile parking are approximately \$856,000. The Airport projects a very slight increase of \$7,500 resulting from changes to the fee schedule.

Fund Center 110 - Clerk-Recorder

As shown in the chart below, the fee schedule workbook being submitted by the Clerk-Recorder’s Office contains a total of 3 proposed Schedule A fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
3	0	3	0	0	0	3

The department is proposing to increase three fees in line with State statute. Effective January 1, 2012, the base fee for certified copies of birth, death and fetal death records increased. Assembly Bill 1053 authorized the \$6 increases to each of these fees, over three years, with incremental \$2 increases in January 2012, 2013 and 2014.

Due to the timing of this increase and the annual preparation of the County’s fee schedule, the fees affected by this change (the fee for certified copies of birth records, death records, and copies to government agencies) are increasing to reflect the increases that went into effect in January 2012 and those that will go into effect in January 2013. To ensure that the County’s fee schedule is as up to date as possible, these three fees will move to the Schedule A Fee Schedule, which goes into effect on January 1st each year. The fees for death records and copies to government agencies are increasing by \$4 each. The fee for birth records is increasing by \$6. \$4 of this increase is for the statutorily required \$2 in both January 2012 and 2013, and the additional \$2 is for umbilical cord blood collections, as required by Health and

Safety Code 103625(b) which went into effect in November 2012—the entire \$2 goes to the State and is not County revenue.

Fund Center 16002 – Environmental Health

As shown in the chart below, the fee schedule workbook being submitted by Environmental Health contains a total of 12 proposed Schedule A fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
12	0	0	0	12	0	12

Ten new fees are recommended for inspection of Body Art facilities pursuant to the passage of AB 300. This bill required that Body Art (i.e. tattoo) facilities now be permitted, effective July 1, 2012, and authorized local health departments to charge fees covering the costs to carry out the requirements of this statute. These new fees range from \$106 to \$318/facility/year for annual permit fees, \$106 and \$212 (plus \$106/hour) for remodels and new construction. All of these new fees are recommended to be set at full cost recovery. The Health Agency is requesting that these new fees go into effect January 1, 2013 in order to offset staff time required to comply with the requirements of this law.

Another new piece of legislation just recently signed into law results in the need to add two additional fees. AB 1616, otherwise known as the Cottage Food bill, allows the preparation and sale of certain non-potentially hazardous foods such as breads, cookies and jams (cottage food products) out of a private home.

There are two classes of cottage food operations subject to this new law: Class A cottage food which conduct direct sales of their food products and Class B cottage food operation which conduct both direct and sales and indirect sales of their food products. Class A cottage food facilities must annually register with Environmental Health, as the local enforcement agency. For Class B cottage food facilities, Environmental Health is required to inspect these operations, respond to complaints, and maintain a database.

Thus, the two new fees are recommended to cover the Environmental Health Division's costs and include an annual registration fee of \$99 for Class A cottage food operations and a permitting fee of \$198 for Class B cottage food operations. The requirements for AB 1616 are effective on January 1, 2013; and it is recommended that these new fees go into effect on this date.

Golf Courses - Fund Center 427

As shown in the chart below, the Golf Courses Fund Center has a total of 91 fees in their proposed fee schedule.

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
91	68	9	1	12	1	90

The methodology to calculate this year's proposed fees remains the same from previous years. As in the past, the method involved a Comparable Fee Survey for all fees. Golf management involved golf course concessionaires, the Golf Advisory Committee and the Parks and Recreation Commission in multiple meetings to develop fee strategies. The discussions resulted in a consensus to add options to the loyalty program card and adjust fees for off-peak and sundown categories of play at Dairy Creek and Morro Bay. These adjustments improve consistency of fees among the courses. The changes incorporate existing surcharges to green fees and recommended adjustments to fee amounts to promote consistent total costs for play such as 9-hole, sundown, etc. The proposed changes better align the fees with the local golf market.

A total of nine (9) fees, which are related to off peak play, sundown play and fees for active military, are proposed to increase for FY 2013-14. Eight (8) of these fees are increasing by 10% or more. The fee increases range \$1.00 to \$4.00 per round and reflect increases that are 9% to 20% greater than existing fees. The fees with the largest dollar amount increase are the Dairy Creek and Morro Bay Weekend and Holiday Off Peak fees. This fee at Dairy Creek is proposed to increase from \$21 to \$25, an increase of \$4 or 19%. This fee at Morro Bay is proposed to increase from \$22 to \$26, an increase of \$4 or 18%. Both the Dairy Creek Sundown fee and the Morro Bay Active Military Fee are increasing from \$10 to \$12, a \$2 or 20% increase over the existing fee.

Off Peak fees are increased by \$3 to \$4 per round to encourage individuals who have played within this fee category to become Discount Card holders. Discount Card golfers have an incentive to play more often at the highly discounted rate. Increasing these fees enhances the advantages of being a Discount Card holder and could potentially foster more play at County courses.

Sundown fees are increased by \$1 to \$2 per round to provide one consistent fee for weekends and weekdays at all three golf courses. When combined with the appropriate Golf Course Surcharge, the weekday and weekend Sundown Fee at all three of the County's golf courses will be \$14.

Weekday golf fees for active Military personnel are being increased by \$1 at Dairy Creek and \$2 at Morro Bay. The fee increase will provide one consistent fee at Morro Bay (MBGC) and Dairy Creek (DCGC). When combined with the Golf Course Surcharge, the total fee is \$15.00 for either course. The proposed Military (active) fee continues to reflect a significant discount for US Military and the increase in this fee will help support golf operations.

Golf proposes a reduction to one fee at the Morro Bay Golf Course. The Morro Bay Weekend Sundown fee is decreased by \$0.50 to make it consistent with other weekday and weekend Sundown Fees noted above. The proposed fee, plus the MBGC sundown surcharge (\$1.50), will result in a total fee of \$14.00 and will standardize the sundown fee at all three courses as discussed above. Staff feels that making the fee for Sundown play \$14 at all three courses will assist in marketing and customer communications for golfers who use the Sundown play option.

Golf is adding a total of 12 new fees to create 9-hole options for those who purchase the basic discount card or the volume card. All 12 new fees are for golfers who hold a Discount Card and want to play only 9 holes of golf in place of the standard 18 holes per round. These 9-hole fees have been available to golfers for the past few years as promotional offerings to help stimulate play at all three golf courses. This program has been successful and should be provided in the approved fees rather than as a promotional discount. The new 9-hole fees are for all three golf courses and range from a low of \$6.50 for a weekday at Chalk Mountain to a high of \$13 for weekends and holidays at Morro Bay.

Golf projects revenues may increase by approximately \$150,000 above the \$2,263,714 budgeted for FY 2012-13. Although overall Golf revenues have shown an upward trend in the last year, the expense of operating and maintaining the County golf courses has exceeded the revenues received from these courses. By increasing some of the fees and creating new fees for 9-hole play, Golf is using price positioning structure to help increase play at County courses. As the expense for operating and maintaining the County's golf courses is dependent upon the revenues received green fees and concessions, increasing play at County courses is an important component of the overall fiscal health of the Golf enterprise fund.

Parks - Fund Center 305

As shown in the chart below, the Parks Fund Center has a total of 79 fees in their proposed fee schedule.

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
79	72	3	1	0	3	76

The methodology used by Parks involves surveying fees charged by comparable central coast area campground, park and recreational facilities. This methodology recognizes the need for fees to be consistent with other providers of the

recreational services so as to be competitive in the marketplace, and to provide a reasonable offset to the cost of the services provided. Historical actual cost was used in calculating the Residential Subdivision Referral fee. These methodologies are consistent with prior years. All of the fee increases have been reviewed and approved by the Parks and Recreation Commission.

Three (3) fees are being eliminated. The fees for Monthly Passes for boats, vehicle and non-motorized entries to regional parks and lakes are being eliminated as a part of simplifying the Parks fee structure. This change is made in partnership with an administrative change to the Annual Passes. Annual Passes are now sold for a twelve-month period rather than the previous sales for a calendar year. This makes the Annual Pass more attractive for customers that arrive mid-season. Customers will be more likely to purchase one Annual Pass instead of several monthly passes, especially toward year-end.

Three (3) fees are proposed for an increase. Two of the fees are in the camping section and third fee proposed for an increase is in Special Group Use Permit section of the Parks fee schedule. The Full Hookup Daily camping fee for both off season and prime season are being increased to bring the fees closer to market average. The off season full hookup camping fee is being increased from \$31 to \$35, a \$4 or 13% increase. The prime season full hookup camping fee is being increased from \$33 to \$38, a \$5 or 15% increase. Although, this reflects a significant percentage increase, the proposed fees remain lower than the market average for comparable parks and facilities (Cachuma and Nacimiento Lakes, State Parks, and campgrounds of nearby counties).

The Special Group Use Permit Noise Amplified Sound Permit is being increased from \$50 to \$75, an increase of \$25 or 50%. Noise-Amplified Sound fees are increased to reflect the impact of amplified sound to adjacent customers. Amplified sound has the potential to negatively impact customers. The higher fee will help offset the cost of staff associated with addressing complaints related to amplified sound.

Parks is proposing one (1) fee for a decrease. The fee for Dry Storage for boat and Trailer storage is being reduced from \$120 to \$75, a decrease of \$45 or 38%. The Dry Storage fee for trailer and boat storage has been reduced to align to the market average of comparable Parks and Recreation agencies and nearby private storage facilities. It is anticipated the proposed adjusted monthly rate will be more acceptable for customers and stimulate increased use to provide similar or enhanced annual revenue.

Parks is projecting that fee revenues for FY 2013-14 will decrease by approximately \$127,000 from the \$3,763,757 amount budgeted for FY 2012-13. The projected fee revenue for Parks for FY 2013-14 is aligned with the actual fee amount received in FY 2011-12. Parks is applying a conservative approach in projecting fee revenues. For the past several years, the actual revenues received from Parks fees have been less than the amount budgeted. However, actual revenue amounts have shown an upward trend beginning at the end of FY 2010-11 and continuing through FY 2011-12.

Probation - Fund Center 139

As in past years, fee calculations for Probation were based on time studies except for those fees set by statute. The fee schedule workbook submitted by Probation contains a total of 34 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
34	21	13	0	0	0	34

The Probation Department has reviewed the existing fee schedule and prepared a proposed FY 2013-14 fee schedule. The majority of fees are unchanged, with thirteen fees increasing. No new fees were added and none were deleted.

Fee	Current Fee	Proposed Fee	\$ Incr.	% Incr.
Dept. of Juvenile Justice (California Youth Authority) Institutions & Homes/day; Level 1-7	\$6	\$65.75	\$60	996%
Diagnostic Care – Dept. of Juvenile Justice	\$29	\$223	\$194	669%

Fee	Current Fee	Proposed Fee	\$ Incr.	% Incr.
(California Youth Authority)				
Appointment of Subj to Reimb Counsel	\$25	\$50	\$25	100%
Change of Plea- Superior Court	\$74	\$75	\$1	1%
Adult Probation Intake	\$88	\$89	\$1	1%
Adult Probation Monitoring	\$65	\$66	\$1	2%
Pre-Plea & Pre-Sentencing Reports	\$524	\$532	\$8	2%
Record Sealing	\$122	\$124	\$2	2%
Juvenile Home Supervision	\$45	\$46	\$1	2%
Debtor's Exam Fee	\$218	\$221	\$3	1%
Interstate Compact Fee	\$135	\$137	\$2	1%
Jurisdictional Transfer Fee	\$135	\$137	\$2	1%
Firearm Seizure Fee	\$149	\$151	\$2	1%

The three greatest increases are due to actions taken by the State of California. The fee for placement of juveniles in homes or institutions and the fee for diagnostic care of juveniles are both set by the State Department of Juvenile Justice (DJJ). In June of 2012, under State Senate Bill (SB) 1021, the rates for youth committed to the DJJ's Division of Juvenile Facilities (DJF) were changed as shown above. While these rates are increasing substantially, it should be noted that San Luis Obispo commits very few juvenile offenders to DJJ and these fees have not been assessed for juveniles committed to DJJ in more than ten years. If the rare occasion arose that DJJ fees were ordered, they would be ordered according to the ability to pay.

The fee for Appointment of Subject to Reimburse Counsel is set by State statute, and is increasing from \$25 to \$50. The remaining ten fees proposed to increase approximately \$2 each on average. These fees are changing due to a slight increase in the CPI of 1.52%, increases in the maximum allowable amount for the fee, or both.

All fees are set at full cost recovery with the exception of Juvenile Detention fees which are set by statute. However, actual fees are assessed based on court order, generally reflecting the client's ability to pay. As a result of this, it is difficult to accurately project the amount of fee revenue the Probation Department will be able to collect. The department estimates that fee revenue for FY 2013-14 will be on par with the FY 2012-13 adopted amount of \$1 million. Fees make up approximate 10% of total revenue for the Probation Department.

SUMMARY OF CHANGES TO CURRENT FEES
Summary of Schedule B – Fees effective JULY 1, 2013

Agricultural Commissioner – Fund Center 141

As shown in the chart below, the fee schedule workbook submitted by the Ag Commissioner's Department contains a total of 80 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
80	64	16	0	0	0	80

As in the past, fee calculations were based on time studies with the exception of those fees set by statute. Seventeen of the 80 fees charged by the Ag Commissioner's department are set by statute.

The Agricultural Commissioner's Office attempts to balance the potential impact of fees on county businesses with a reasonable level of cost recovery. Some fees have historically remained at less than full cost to keep in line with neighboring counties charging for the same service, such as Export and Farmers Market certificates. Farmers Market producers also receive a veteran's exemption for certificates and site inspections. Many of the fees set by statute are also at less than full cost recovery.

Fifteen fees are increasing. Fourteen of these are annual Weights and Measures Device Registration fees. The proposed increases bring cost recovery up to a level that ranges from 43% to 58% of full cost for these services. It should be noted that the Agricultural Commissioner's internal policy on weights and measures fees is to only increase fees every other year as not to overly burden the industry.

Device registration fees consist of two parts. The first part is a *business location fee* that is set by statute at a maximum of \$100. The Agricultural Commissioner's Office is proposing to increase this fee in FY 2013-14 from \$80 to \$100 for all customers, an increase of \$20 or 25%. The second part of the device registration fee is the *per device fee*. The maximum registration fee for each type of device is also set by statute. Per device fees are proposed to increase for fees that are currently well below full cost recovery levels. These included weighing devices with a capacity of between 2,000 and 9,999 pounds, vehicle scales, and Liquefied Petroleum Gas (LPG) meters, both stationary and vehicle-mounted.

Annual Weights and Measures Device Registration Fees Increasing:

Fee	Current Fee	Proposed Fee	\$ Incr.	% Incr.
All Devices Not Specified as a Category Below	\$80/location + \$20/device	\$100/location + \$20/device	\$20 \$0	25% 0%
Weighing Devices 2,000 to 9,999 lb Capacity, except Livestock and Vehicle Scales	\$80/location + \$50/device	\$100/location + \$100/device	\$20 \$50	25% 100%
Weighing Devices ≥ 10,000 lb Capacity, except Livestock and Vehicle Scales	\$80/location + \$150/device	\$100/location + \$150 /device	\$20 \$0	25% 0%
Livestock Scales < 10,000 lb Capacity	\$80/location + \$50/device	\$100/location + \$50/device	\$20 \$0	25% 0%
Livestock Scales 10,000-19,999 lb Capacity	\$80/location + \$50/device	\$100/location + \$50/device	\$20 \$0	25% 0%

Fee	Current Fee	Proposed Fee	\$ Incr.	% Incr.
Livestock Scales ≥20,000 lb Capacity	\$80/location + \$100/device	\$100/location + \$100/device	\$20 \$0	25% 0%
Sub-metered Mobile Home/RV Parks, Apartment Complexes	\$80/location	\$100/location	\$20	25%
Vehicle Scales	\$80/location + \$100/device	\$100/location + \$150/device	\$20 \$50	25% 50%
Certified Farmers Market	\$80/location	\$100/location	\$20	25%
LPG Meters – Vehicle Mounted	\$80/location + \$60/device	\$100/location + \$100/device	\$20 \$40	25% 67%
LPG Meters – Stationary	\$80/location + \$60/device	\$100/location + \$100/device	\$20 \$40	25% 67%
Vehicle Tank Meters	\$80/location + \$25/device	\$100/location + \$25/device	\$20 \$0	25% 0%
Wholesale Meters	\$80/location + \$25/device	\$100/location + \$25/device	\$20 \$0	25% 0%
Taximeters	\$80/location + \$20/device	\$100/location + \$20/device	\$20 \$0	25% 0%
Field Certificate - Origin, Export & Quarantine Compliance/Inspection Certification of Plant Material	\$60/certificate	\$75/certificate	\$15	25%

The other fee proposed to increase is the Field Certificate fee for phytosanitary inspection and certification of plant material. This fee is proposed to increase from \$60 to \$75, an increase of \$15 or 25%. This increase will improve costs recovery from 44% to 51%. The Agricultural Commissioner has not increased this fee in four years due to concern among exporters and shippers of plant materials in the county. Industry outreach is currently underway.

The increases in weights and measures fees may also cause concern among county businesses, and the County Agricultural Commissioner's Office has been conducting outreach with the impacted industries. By explaining the current and proposed level of cost recovery for these services as the motive behind the increase, the County Agricultural Commissioner's Office reports that those who will be affected understand the increase and no significant push back has been encountered.

Revenue from fees represents approximately 13% of the total department revenue based on the FY 2012-13 budgeted amount. The projected fee revenue for FY 2013-14 is \$417,300, slightly more than the FY 2012-13 budgeted amount of \$413,660. Although some fees are proposed to increase, this increase is offset by a decline in the number of units projected for several types of fees (e.g., number of producers, license renewals, land use projects, etc.) in the next fiscal year.

Airports - Fund Center 425

The Airport has a total of 65 fees in the fee schedule. Ten of the fees are related to Airport parking and are discussed in the Airport Schedule A fees that are proposed to go into effect on January 1, 2013. The Airport's Schedule B fees include a total of 55 fees, nine of which are new fees proposed for FY 2013-14. The chart below shows the Airport Schedule B fees that are proposed to go into effect on July 1, 2013.

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees

55	45	1	0	9	0	55
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The methodology Airport Services used to calculate this year's proposed fees did not change from previous years. The Airport fees are consistent with those charges by comparable airports.

The Airport is proposing to increase one (1) fee and add nine (9) new fees to the Airport Schedule B fees for FY 2013-14. The nine new Schedule B fees proposed by the Airport are described below.

Commercial Ground Limousine License fee: This is proposed to reflect current state laws that allow a per trip fee. State law differentiates limousines from other ground transportation. The Airport had treated limousines similar to taxis but State laws require a per trip fee for various size limousines. The new license fee will be Class 1 (25 or less passengers) \$30 per vehicle per month, or \$4.00 per trip. Class 2 (more than 25 passengers) will be \$35.00 per vehicle per month or \$5.00 per trip. This license fee is comparable to what other Airports charge.

Commercial Ground Handling Fee: This is proposed due to the airlines outsourcing the services to third parties. This fee will cover third party ground handling hired by the airlines to operate at the airport. In the past the existing airlines performed all duties but the current trend is hiring third parties to perform the ground handling services. The fee will be 3% of the gross revenues.

Airport escort fee for tenant projects: This proposed fee will charge \$50.00 per hour for Airport Operations staff to escort contractors and other service providers hired by Airport tenants. Tenants often have projects that require contractors performing the work to be escorted to certain areas of the Airport by badged personnel. The fee will encourage tenants to escort their own contractors. The fee will also allow the Airport to be reimbursed for the cost of the staff time if staff must provide escorts in areas requiring badged personnel in order to comply with Transportation Security Agency requirements.

Ground Rents: The Airport proposes a total of six new fees associated with ground rents at the two County Airports. Three of the new fees are for the San Luis Obispo Regional Airport and three for the Oceano Airport. The new fees reflect market value ground rents and were based upon ground rental rate appraisals that were conducted last fiscal year. The appraisals determined a baseline for the future rental rates. These rental rates vary from site to site on the airport and many are influenced by long term agreements with rent adjustments based upon appraised values. The Ground Rental Fees range from a low of \$0.28/square foot/year for a full service fixed base operations (FBO) and Specialized Airport Service Operations at the Oceano Airport, to \$0.70/square foot/year for Aircraft Storage at the Oceano Airport. Ground Rents at the San Luis Obispo Airport are \$0.324/square foot/year for FBO and Specialized Service Operations. Aircraft Storage at the San Luis Obispo Airport is \$0.36/square foot/per year. Airport management scheduled meetings with Airport tenants to explain the new fees. The new fees form the basis for new and renewal lease agreements for ground space at the two airports.

One existing Airport fee is proposed to increase. The fee for the first occurrence replacement of an Airport ID Badge is proposed to increase from \$30 per replacement badge to \$50 per replacement badge. The Transportation Security Agency (TSA) requires all badges be replaced when a given badge group has an amount equivalent to 5% of the total badges issued that are considered unaccountable or lost. There are currently 1,200 badges issued to customers at the Airport and it would be very time consuming and a significant expense for Airport Services to replace all badges according to TSA rules. The increase in the fee offers additional incentive for customers to account for their badges and will assist the Airport in meeting TSA requirements.

Overall fee revenues are projected to be \$3,075,158 or an increase of \$21,770 (1%) more than the amount budgeted for FY 2012-13.

Assessor's Office – Fund Center 109

As shown in the chart below, the fee schedule workbook being submitted by the Assessor's Office contains a total of 22 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
22	9	0	13	0	0	22

The methodology used to calculate this year's proposed fees did not change from previous years and is based upon average productive hourly rate, indirect and direct salary costs, average labor cost per service, countywide overhead cost, as well as surveys of other County Assessor offices for comparable fees.

Nine of the department's fees are unchanged. The department is not requesting that any fees be added or deleted. No fees are recommended to increase.

Thirteen of the department's fees are decreasing, due to a decrease in service/supply costs and countywide overhead rates. None of the fees are decreasing by more than 10%. Despite the changes, all decreased fees remain at or near full cost recovery.

While the majority of proposed fees are set for full cost recovery, the Proposition 58 Parent/Child Late Transfer fee has historically remained at less than cost per California Revenue and Taxation Code which sets the fee at an amount not to exceed \$175.

Overall, FY 2013-14 fee revenues are expected to increase by 12% (\$2,625) compared to the FY 2012-13 fee revenue of \$22,204. This increase is due largely to an anticipated increase in Prop 58 Parent/Child Transfer fee revenue, due to the increased volume that has been seen to date in the current year.

Clerk-Recorder's Office – Fund Center 110

As shown in the chart below, the fee schedule workbook being submitted by the Clerk-Recorder's Office contains a total of 83 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
83	74	0	7	2	0	83

The methodology used to calculate this year's proposed fees did not change from previous years and is based upon average productive rate and time studies. The Clerk-Recorder also has many fees that are mandated by California law; changes to those fees are controlled by State statute and are not subject to yearly increases.

The department is proposing to decrease seven fees due to a decrease in the cost to perform the services for which the fees are charged. All seven fees decreasing are decreasing by only \$1.

The department is proposing the addition of two new fees. The first new fee is set at \$13 and is to be charged to recoup the costs of creating an electronic index of official records for customers. Creating this index saves the customer from having to index the documents themselves for searching purposes. This fee is one that will generally be charged to title companies and real estate offices. If customers do not wish to pay the fee, they can choose to index the records they have requested themselves. The second new fee is set at \$1 and is charged to recoup the costs of emailing voter or fictitious business name files, rather than putting them on a CD. If customers choose to receive their requested information via email, they will be required to pay this fee (in addition to the cost of the data being received) rather than the fee to have information placed on a CD.

The department is not proposing to delete any fees.

Overall, the Clerk-Recorder's Office projects approximately \$2.53 million in fee revenue for FY 2013-14 which is an

increase of 6.4% (\$152,836) from FY 2012-13 budgeted fee levels. It should be noted, however, that this projection includes the collection of fees for other agencies (including the State, other departments and trust accounts) and does not accurately reflect the fee revenues that the Clerk-Recorder's Office projects to receive. Adjusting for this, the Clerk-Recorder's total fee revenues are projected to decrease by 3.7% (\$59,202) from the budgeted FY 2012-13 fee revenue of \$1,577,300. The projected overall decrease in fee revenues is not due to a single fee, but is due to various fee revenue decreases.

County Fire – Fund Center 140

As shown in the chart below, the fee schedule workbook being submitted by County Fire contains a total of 8 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
8	7	0	0	0	1	7

As in the past, all fee calculations were based on time studies. All eight fees are set at full cost recovery. One fee is proposed to be deleted, which is being consolidated with an existing fee. No fees are proposed to increase. Fees make up approximately 4% of total revenue for County Fire. The department projects that fee revenue for FY 2013-14 will be unchanged from the FY 2012-13 adopted budget amount of \$200,000.

District Attorney's Office - Fund Center 132

As shown in the chart below, the District Attorney's Office charges a total of 7 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
7	5	2	0	0	0	7

As in the past, fee calculations for the DA's fees are based on time studies, with the exception of the fee for photocopies, which has been set by Board policy at 10 cents per copy. Five fees are unchanged. The fees for making copies of CDs and DVDs as part of the discovery process are increasing by \$1 each to reflect a slight increase in the productive hourly rate for the paralegal that prepares the documents and the cost of materials. Discovery fees are charged only to private defense attorneys.

The majority of District Attorney's fees are set at slightly below full cost recovery. The department anticipates that fee revenue for FY 2013-14 will increase slightly if at all over the FY 2012-13 budgeted amount of \$12,000 due to the two fee increases.

General Services Agency - Fund Centers 113 and 114

General Services – Fund Center 113

As shown in the table below, General Services has a total of 30 fees in their fee schedule.

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
30	13	16	1	0	0	30

The methodology for development of fees did not change from the prior although the methodology varies by fee type.

Real Property Services uses the actual cost recovery approach based on historical information.

The Sale of Plans and Specs and Veterans Hall fees are based upon a survey of comparable counties to ascertain that the proposed fee was reasonable.

The General Services Fee Schedule does not add new fees or delete any existing fees. The fee schedule includes sixteen (16) fees which are proposed to increase. Thirteen (13) of the fees proposed for an increase are related to the fees for the use of the San Luis Obispo Veteran's Hall. Two (2) fees are related to Central Mail Services and the remaining fee proposed to increase is the Access/Use Permit fee.

In FY 2010-11, a plan was put in place to increase SLO Veteran's Hall fees 25% each year for 4 years in order to align fees with comparable facilities and closer to full cost recovery. Revenues continue to be much less than the costs incurred in maintaining the building, however, in this year 3 of the 4 year plan, fees are not recommended to be increased by an additional 25%. The Real Property Services Division of General Services proposes to change the definition of the "use" of the fees, from commercial/non-commercial (as in prior years) to be for profit/private use, and non-profit and governmental entities. Reduced fees would only apply to 501(c)(3) non-profits with proof of non-profit status, and other governmental entities.

Currently, non-commercial private entities who rent the hall for private parties and celebrations receive the non-commercial rate for use of the hall. The non-commercial rate is approximately one-half the cost of the commercial rate. However, the impact of private parties on the hall is often the same or greater than that of commercial users. The change replaces the term "Non-Commercial" with the term "Non-Profit/Governmental Entity" and eliminates the term "Commercial" from the fee schedule. The result is that both commercial and private entities desiring to use the hall will pay the same rate and only non-profit and governmental entities will pay the reduced rate. It is anticipated that revenues will increase as customers are better aligned with the impacts of use and the new fee definitions.

The fee increases for the thirteen (13) Veterans Hall fees are minor and intended to simply round the existing fee amounts. For example, the Vets Hall Community Building Non-Profit/Governmental entity hourly use rate is being increased from \$71.88 to \$72.00 and the hourly rate for Kitchen and Barbeque is being increased from \$46.88 to \$50.00. The increases due to rounding range from a low of \$0.12 to a high of \$5. The proposed changes increase fees by approximately 1% or less. Six fees are being increased by less than a dollar.

Total revenues received for the SLO Veteran's Hall in FY 2011-12 were \$60,777, however the total cost of maintaining the building was approximately \$216,000. The fee revenues are based on use of the facility. A comparison of similar facilities identifies that SLO Veteran's Hall fees are below those charged for comparable facilities. Staff is balancing the amount charged for fees with attracting users to the facility.

The Access and Use Permit Fee is applied to requests to use of County land and facilities other than the Veteran's Hall and the Government Center Complex. This fee is applied for use access and permits which may range from one day to up to a year. The fee is proposed to be raised from \$300 to \$350, a \$50 or 17% increase. The proposed increase allows greater capture of the actual cost for processing these permits.

General Services also proposes to increase the fees for pick-up and delivery of mail to external organizations which utilize Central Mail services. The monthly delivery fee to external locations outside the Government Center is increasing from \$124.07 to \$140.17, an increase of \$16.10 or 13%. The delivery fee to external organizations inside the County Government Center area is increasing from \$87.96 to \$99.41, an increase of \$11.45 or 13%. The increased fees reflect the actual cost of delivery to external organizations that utilize Central Mail Services.

One fee is proposed to be reduced. The Central Mail Overhead fee is applied as a percentage to the amount of actual postage used and is being reduced from 49.58% to 45.48%. The reduction is associated with adjustments reflect current cost accounting data associated with mail room overhead costs. This fee is only charged to external organizations.

Overall, General Services is projecting fee revenue for FY 2013-14 of \$120,103, a reduction of approximately \$10,000 or 8% as compared to the fee revenue amount budgeted for FY 2012-13.

Information Technology - Fund Center 114

As shown in the chart below, the Information Technology (IT) Fund Center has a total of 14 fees in their proposed fee schedule.

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
14	1	4	9	0	0	14

The methodology to calculate this year's proposed fees did not change from previous years. The method involves use of current fiscal year budgeted salary and benefit costs and FY 2011-12 actual service and supply costs. Labor costs incorporated into the fee calculations did not include wage increases. This method was utilized for all the fees.

Five (5) fees are proposed for reductions of greater than 10% from their current fee amount. The hourly rate for Network Connection fee is decreasing by \$8.71 (15%) due to lower maintenance costs for maintenance of fiber connections. The monthly fee for External User Access is being reduced from \$5.42 to \$4.67, a \$0.75 or 14% decrease. The Server Unit Housing fee is being reduced from \$24.22/month to \$20.97/month, a reduction of \$3.25 or 13%. The Virtual Server (Blade Center) monthly server fee is being reduced from \$14.36 to \$12.06, a decrease of \$2.30 or 16%. Less staff is being used to support the three functions identified above resulting in reduced cost. The Virtual Server memory fee is being reduced from \$7.18 to \$4.48, a reduction of \$2.70 or 37%. The units of memory allocation are being changed allowing greater flexibility in the allocation of memory for virtual servers resulting in better utilization of resources and costs.

Four fees are slated to increase with two of these fees increasing by more than 10%. The monthly cost for Voice Support is increasing from \$2.36 to \$2.80, \$0.48 or 20% increase. An increase in the staff allocated to support this function has resulted in the greater cost. The fee for Desktop Consulting is increasing from \$100.35/hour to \$110.80/hour, an increase of \$11.45/hour or 11%. The increase in this function is driven by the County-wide IT Strategic Plan effort to increase customer service by focusing on process improvement and service delivery. IT staff provide desktop consulting to a variety of departments. A supervising position was assigned to oversee this function so as to improve efficiency and customer service to users of this service. The increase reflects additional resources being applied to this function. Radio Communication Services Fees are increasing from \$123.38/hour to \$124.82/hour, an increase of \$1.44 or 1%. Printing and scanning is increasing from \$0.13/page to \$0.14/page. The above two fee changes are due to a slight increase in cost and a reduction in overall billable units.

Overall FY 2013-14 revenue from GSA-IT fees is expected to decrease by 9% or \$358,500 as compared with the amount budgeted in FY 2012-13. The decrease reflects reductions in revenues from the Courts.

HEALTH AGENCY: Fund Centers 137, 160, 162 and 375

Overall, the Health Agency has taken the approach to increase their rate of cost recovery in a gradual manner – increasing most fees that are not at full cost recovery by no more than 10% a year. The fees that could put health and safety at risk (e.g. immunization fees, animal redemption and adoption, etc.) are typically kept at a partial cost recovery level as the Health Agency strives to strike a balance between recouping their costs (thus reducing the impact to the General Fund) with ensuring fees are set low enough to incentivize people to respond.

Animal Services – Fund Center 137

As shown in the chart below, the fee schedule workbook submitted by the Health Agency – Animal Services Division includes 82 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
82	54	10	10	3	5	77

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

Animal Services has set fees at full cost recovery for Quarantines, Owner Services, Cruelty Investigations, Nuisance Abatement, Citation and Fines, and Commercial and Hobby Breeder Permits. For other situations, Animal Services has set fees at levels less than full cost recovery to promote the successful fulfillment of other aspects of their mission such as returning stray animals to their owners and minimizing euthanasia.

Three new fees are recommended to replace five fees related to quarantine services. The five fees recommended for deletion were based on a combination of different services related to the type of bite, quarantine required, etc. The new fees are based on the service provided (i.e. preparation of the bite report and administration of the incident as well as the cost of field responses) which are applicable to any bite or quarantine situation. This new fee structure is expected to make the process for billing/charging more streamlined and clear to the public. The new fees (\$105 for a bite report preparation and administration, \$50 for the first field response and \$50 for additional field responses, animal check or quarantine lift) are lower than the prior quarantine fees, and are set at full cost recovery.

Ten fees are recommended to increase moderately (between \$1 - \$5) to increase the rate of cost recovery. The fee increase that will impact the greatest number of customers is the fees for Dog Licenses. These are recommended to increase by \$1 for a one-year license and by \$2.50 for a three-year license (1.5% – 4%). More than 10,000 licenses are expected to be sold in FY 2013-14. Despite these increases the licensing fees remain well below full cost recovery and are in line with neighboring counties.

Adoption fees for dogs and cats are recommended to increase by \$5 (5% and 7% respectively). While the actual cost to adopt these animals is decreasing slightly, the increases are recommended to slightly increase the rate of cost recovery. Despite these increases, adoption fees remain below 35% cost recovery, and are set at rates comparable to neighboring counties.

Three fees for owned animals turned into the shelter are also recommended to increase: owned litter turned into the shelter (by \$5 or 20%), transportation of an animal to a veterinarian, etc. (by \$4 or 3%) and after hours emergency assistance (by \$5 or almost 7%). Only the fee for transporting the animal is set at full cost recovery and the other two are set at 30% and 42% cost recovery, respectively.

Of the 82 fees, ten are recommended to decrease as a result of a reduction in time required to deliver the service, or in the cost of supplies. The most significant decreases include a \$68 (59%) reduction in the fee for owner requests to pick up a dead animal weighing over 80 pounds, a \$34 (49%) decrease in the fee for owner requests to pick up a dead animal weighing less than 80 pounds, and a \$49 (21%) decrease in the fee for a Hobby Breeder Permit.

The projected fee revenue for FY 2013-14 is expected to increase by approximately \$65,300 (7%) compared to the FY 2012-13 budgeted amount of almost \$975,300. This projected revenue amount is approximately \$90,638 or 10% more

than the actual revenue realized in FY 2011-12.

Public Health – Fund Center 160

Public Health Nursing- Fund Center 1605

As shown in the chart below, the fee schedule workbook submitted for Public Health's Nursing includes 14 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
14	2	11	1	0	0	14

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

Most of the fees are not set at full cost recovery because 95% of clients are eligible for reimbursement by the State at fixed rates through programs such as Medi-Cal and the State Office of Family Planning. Additionally, fees are kept below market value to ensure access to care to protect the community from the spread of communicable diseases. In the Nursing unit, 90% of clients served are eligible for State funded programs.

Eleven of the 14 fees are recommended to increase for Office visits and for Immunizations as a result of a slight increase in the hourly rate associated with providing the services (due to staff increases primarily) as well as an increase in the cost recovery rate for each of these fees. This results in fee increases ranging from a low of 4% to a high of 10.7% with dollar increases ranging from a low of \$1 to a high of \$14. The greatest increases are in the fees for Office Visit – New Client (increasing \$12 or 9.7%) and Office Visit – New Client Extended (increasing \$14 or 9.8%). Increasing fees for services most frequently accessed by clients include Office Visit/Single immunization (increasing \$1 or 4%), Flu only vaccination or time related to more than one immunization (increasing \$1 or 5%), Office Visit Minimal Established Client (increasing \$2 or 13.3%) and Office Visit Minimal Established Client (increasing \$6 or 10.7%).

One fee is recommended to decrease: the Medical Marijuana ID Card fee is decreasing \$5 or 6.9% due to reduction in the hourly rate associated with providing these cards and the labor time involved.

The remaining 2 fees for Targeted Case management and Health Education Workshops are recommended to remain at current levels.

The Health Agency projects Public Health Nursing fee revenue for FY 2013-14 to increase by \$53,550 or 6% compared to the FY 2012-13 budgeted amount of \$930,430. This projected revenue amount is \$28,863 or 3% higher than the actual revenue realized in FY 2011-12.

Driving Under the Influence – Fund Center 375

As shown in the chart below, the fee schedule workbook submitted for Driving Under the Influence includes 8 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
8	3	0	5	0	0	8

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average

productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

Five of the eight fees are recommended to decrease due to a reduction in the cost to provide the services. These fees are for program registration, program reinstatement, transfer into the program from another county (or conversely to transfer out of our County's program to another county), to receive a leave of absence from the program, and urine testing. Staffing costs have declined due to filling vacancies with lower level staff. In addition, the cost to perform drug testing has decreased. Four of the five fees recommended to decrease are being reduced by \$4.00 which equates to a 5% - 13% decrease. Three fees are recommended to remain unchanged: the Session charge, Missed Meeting Charge and the Notice of Completion fee.

The projected fee revenue for FY 2013-14 is expected to remain level with the FY 2012-13 budgeted amount of \$1,369,906. This projected revenue amount is \$72,849 or 5% lower than the actual revenue realized in FY 2011-12.

Behavioral Health (Mental Health & Drug and Alcohol Services) – Fund Center 166

As shown in the chart below, the fee schedule workbook submitted by Behavioral Health includes 21 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
21	0	3	9	9	0	21

The methodology to calculate FY 2013-14 proposed fees did not change from previous years for non Medi-Cal services. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

For the Medi-Cal fee, the State-developed rates were used as a basis to which an inflationary increase was applied consistent with the State's methodology. The department also validated that these rates do not exceed the actual cost to provide these services.

The proposed fees for FY 2013-14 reflect legislative changes enacted through AB 1297. This legislation establishes a cost reimbursement rate structure for specialty mental health services that is different than what had been used in the past. Prior to July 1, 2012, the State had established a maximum allowance for Medi-Cal claims submitted by the County for reimbursement. This maximum allowance, published by the State, was consistently set well below the actual cost to provide the services. Since the State published these rates the Health Agency did not include these capped rates in the County's fee schedule. With the passage of AB 1297, the County can now recover 50% of the cost to provide mental health services up to the "usual and customary charge".

AB 1297 also requires the County Board of Supervisors to approve the rates that will then be considered "usual and customary". For FY 2012-13, the State Department of Health Care Services (DHCS), developed an "interim rate" based on each County's FY 2009-10 Cost Report (the most recent available) with an added inflationary factor (Market Basket rate of 7.04%) and is considered the published rate. For FY 2013-14, the proposed rates for Specialty Mental Health Services reflect the FY 2012-13 "interim rate" with an added factor of 7.04% (Market Basket rate in April 2012). This is higher than the Consumer Price Index rate typically applied to County fees. However, the intent of proposing the rates at a higher rate for FY 13-14, is to ensure the published rates are set high enough to ensure the actual cost per unit is below the published rate so 50% cost recovery can be maximized.

It is important to note that almost all clients are covered by Medi-Cal and do not pay the published fees. Most self-pay clients (those that are not eligible for Medi-Cal and are not insured), pay on a sliding scale with a maximum as determined by the State. Most end up paying about \$37 per year for medically necessary mental health treatment services.

Services eligible for Drug Medi-Cal (DMC) have a State determined maximum rate. In the case of the fees for the various services, the group counseling and individual counseling fees match the State's maximum rate as these services are Drug-Medi-Cal eligible. All other fees noted are not DMC eligible so the client pays for the services on a sliding fee scale.

There are nine new fees recommended, eight of which are for mental health services. As noted above, these new mental health fees must be approved by the Board in accordance with AB 1297. The new fees are for services the Behavioral Health Department has been providing for years and include, medication support, day treatment – intensive (either full day or half day rates) day treatment – rehabilitation (also either full day or half day rates), adult residential and fees for the Psychiatric Health Facility. In addition there is one new fee for Drug and Alcohol Services – Day Care Rehabilitative fee which is a Drug Medi-Cal eligible service. This involves outpatient counseling and rehab services provided at least 3 hours/day, three days per week to patients with diagnosed with substance abuse. This is not a new service and had been funded with State grant funds.

Three of the 21 fees are recommended to increase to improve the rate of cost recovery. All three of these fees are related to Drug and Alcohol Services and include Medication Evaluation (\$7 or 9.3%), Group Counseling (by \$7.85 or 34%) and Detox (by \$20 or 10%). The cost recovery rate for these three fee increases would be 78%, 80% and 46% respectively.

Nine fees are recommended to decrease for Drug and Alcohol Services due to a reduction in the cost to provide the service. As was the case for the DUI program, staff vacancies have been filled with staff at lower levels and the cost of drug testing has been reduced. Five of the nine fees are related to drug testing and are recommended to decline by \$1 - \$4 (or between 5% - 14%). Drug testing is the service more often used by Drug and Alcohol clients. Other fees that are recommended to decrease include Individual Counseling (by \$5 or 6%), Client Assessment (by \$6 or 2%), Returned Check fee (by \$18 or 37%), and an Absence fee for failure to attend a scheduled meeting (by \$1 or 4%).

It is important to note that the amount clients actually pay is based on a sliding scale reflecting the client's ability to pay.

The projected fee revenue for FY 2013-14 is expected to remain the same as the FY 2012-13 budgeted amount of \$168,000. This projected revenue amount is approximately \$20,262 or 11% less than the actual revenue realized in FY 2011-12.

Health Promotion --Tobacco Control – Fund Center 16008

As shown in the chart below, the fee schedule workbook submitted by Public Health's Tobacco Control includes only 1 fee:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
1	0	1	0	0	0	1

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. The cost was calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

The Health Promotion program's only fee is the Tobacco Retail License Fee, which is recommended to increase \$124 or 39%, from \$321 per license to \$445. This proposed fee is set a full cost recovery to cover the costs of license administration and license enforcement. This substantial increase is due to the addition of the cost of Sheriff Deputy time to enforce compliance with the ordinance. In prior years, the Sheriff's department had absorbed this cost but now requests fee revenue to offset their labor costs associated with enforcement. While the fee increase is substantial, the recommended fee is in line with both the City of San Luis Obispo Tobacco Retailers License fee of \$515 for FY 2012-13 and the Santa Barbara County's similar fee of \$450, which will be effective January 1, 2013.

Fee revenue is expected to increase by more than \$6,500 and the Public Health Department will receive a portion of this (approximately \$2,700). The remaining revenue from this fee is allocated to the Sheriff and the Treasurer Tax Collector for collection of the fee. The revenue increase to the Public Health Department reflects a 20% increase compared to the FY 2012-13 budgeted amount of \$13,505. However, actual revenue in FY 2011-12 was \$5,730 higher than the amount budgeted for FY 2012-13, indicating that the FY 2012-13 budgeted amount may be understated. The Health Agency

anticipates that the fee increase will only reduce the number of Tobacco Retail License holders by 3 (5%).

Emergency Medical Services Agency (EMSA) – 16013

As shown in the chart below, the fee schedule workbook submitted by Public Health's Emergency Medical Services (EMSA) includes 24 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
24	10	5	7	2	0	24

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

Two new fees are recommended to more accurately identify the costs associated with providing the services. A fee of \$60 is recommended for Rush processing of Emergency Medical Technician (EMT) Certification, Paramedic Accreditation and Mobile Intensive Care Nurse Initial Authorization (which typically takes two weeks.) Such rush requests are typically made to avoid expiration of renewal. The recommended fee is consistent with that charged by other EMSA programs throughout the State. In addition, a Detailed Administrative Investigation Fee of \$60 is recommended for EMT Certification, Paramedic Accreditation or a Mobile Intensive Care Nurse Initial Authorization for applicants who have issues identified in their Livescan document. Neither of these new fees are recommended at full cost recovery – the proposed fees are each set to recover 62% of the total cost.

Five of the EMSA fees are proposed to increase to improve cost recovery. The increases range from 9% - 20%, improving cost recovery by 5% - 20%, depending on the fee. The most significant increase is in the fee for the Mobile Intensive Care Nurse Initial Authorization Course (increasing \$50 or 20%). The recommended fee increase would result in 69% cost recovery. The fees for the Mobile Intensive Care Nurse Refresher Course and the Advanced Protocol Review Class are also increasing by 15% and 12.5% respectively (or \$15 and 25%). With these increases the EMSA would achieve full cost recovery for these two fees. Finally, the fees for EMT Certification and EMT Re-certification are each recommended to increase by \$5 or 9%, which would result in these fees being set at 62% cost recovery.

Seven fees are recommended to decrease due to a reduction in the actual cost to provide these services. The most significant decreases are in the fees for the EMT and Paramedic Training Programs, decreasing \$2,100 or 42% due to a reduction in staff time. Also of note is a recommended \$200 or 6% fee reduction in the EMT Training Annual Monitoring fee and a \$100 or 2.5% reduction in the Paramedic Training Annual Monitoring fee.

The projected fee revenue for FY 2013-14 is expected to increase approximately \$4,700 or 9.4% from the FY 2012-13 budgeted amount of \$49,925. The projected revenue of more than \$54,630 is approximately 45% higher than actual revenue received in FY 2011-12.

Environmental Health – Fund Center 16002

As shown in the chart below, the fee schedule workbook submitted by Public Health's Environmental Health Division includes 136 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
137	6	115	4	11	1	136

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

Eleven new Schedule B fees are recommended. Four of these new fees are added for restaurant and retail markets who want to remodel their facilities. The existing Restaurants & Retail Markets Plan Check fees are primarily for new and expanding facilities and are based on square footage. These existing fees are set at a level that is excessive for retail food facilities that only want to remodel their facility. The new fee structure more accurately reflects the cost to complete the review of these permits. Included in this new fee structure are the four new fees for Retail Food Facility Remodel, ranging from \$388/per remodel for a mobile push cart to \$707/remodel for a major remodel of restaurants, bars, AG Homestays, etc. In addition, two new fees were added for Plan Check of smaller, newly constructed mobile food facilities (i.e. mobile food push carts and Preparation Units) set at \$548 and \$707 respectively.

Similarly, two new fees are proposed for very small agriculture hazardous waste generators with two waste streams to more accurately reflect the costs associated with providing services to these smaller facilities than the current fee structure does. These new fees, set at \$80/facility/yr, are significant less than the current fee for such facilities, set at \$271/facility.

A new fee is also recommended for review of Pool and Spa Major Remodels. The current fee of \$316 covers only the cost of minor remodels that take 3 hours or less to review. This new fee, recommended to be set at \$549, would cover more significant remodel projects that take more time to review.

Finally, two new fees are recommended to replace one existing fee for underground storage tank installation and modification. The current Facility Modification - Minor fee for \$1,100 is being replaced with a Facility Major Repair fee of \$1,454 and a Facility Minor repair fee of \$821. This new fee structure will more accurately reflect the varied costs associated with inspecting these different sized projects.

Environmental Health proposes to increase 115 of 148 fees to improve cost recovery. Environmental Health has been incrementally increasing fees for many years in order to meet the Board policy of "full cost recovery where reasonable" without placing undue hardship on local businesses. Most fees that are were increased by 10% or less. The most significant increase is a 25% (\$17) increase in the fee for an organizer of a Temporary Food Event. Despite this increase this fee is only set at 18% cost recovery. Some fees not at full cost recovery were increased by less than 10% because they reached full cost recovery with a smaller increase.

The projected fee revenue for FY 2013-14 is expected to increase slightly compared to the FY 2012-13 budgeted amount of more than \$2 million. The projected revenue of approximately \$2.1 million is 4.7% higher (\$97,243) than budgeted FY 2012-13 revenue and approximately 6% (or \$131,102) higher than the actual FY 2011-12 actual revenue received.

Public Health Laboratory – Fund Center 16010

As shown in the chart below, the fee schedule workbook submitted by Public Health Lab includes 105 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
105	28	48	26	3	0	105

The methodology to calculate FY 2013-14 proposed fees did not change from previous years. The method includes the Average Productive Hourly Rate, indirect costs, and time study results. Costs were calculated by determining the average productive hourly rate and multiplying this hourly rate by the number of hours from the time study.

Three new fees are proposed. Two tests were added to allow physicians and public health investigators to rapidly diagnose Mumps and Measles. Both of these diseases are on the rise due to increased foreign travel and the decision by some members of the public not to get vaccinated against these diseases or to follow up with booster vaccinations. The proposed fee for these two new tests is \$106 and is set a full cost recovery.

The third new fee is for a new test called Coccidioides PCR (polymerase chain reaction), which is an advanced test for the diagnosis of Valley Fever, especially when the illness spreads throughout the body. The proposed fee for this test is also \$106.

Forty-eight Public Health Lab fees are recommended to increase primarily due to an increase in time required to complete the test. There has also been an increase in the cost of laboratory testing supplies. Eleven of these fees are recommended to increase \$10 or more. The largest dollar increase is \$37 for the Respiratory virus Agent PCR Panel. The highest proportional increase is a 67% increase (\$10) for the Streptococcus culture. This test is only expected to be performed twice so is not expected to impact the majority of lab clients. The Respiratory Virus Agent PCR Panel is expected to be performed 50 separate times so it will have a greater impact on customers, though this is a relatively small number of tests compared to many others performed by the lab.

The tests most frequently requested by clients of the lab include the Chlamydia amplified assay – batch size 50 and the Gonorrhea amplified assay – batch size 50, both of which are increasing \$2/test or 5.6%. The Public Health Lab expects to perform each of these tests for 12,500 separate requests.

A total of twenty-six fees are recommended to decrease due to use of lower level staff (i.e. a Laboratory Assistant) to perform the tests, decreased cost of laboratory testing supplies, and/or a reduction in the time it takes to complete the test. The fee decreasing the most is the test for Fecal Coliforms, Shellfish Meat, which is decreasing by \$8 or 6.6%.

Other more commonly performed tests (i.e. those performed at least 1,000 times) are increasing or decreasing at various levels including: Enterococci, MPN (increasing \$1.00 or 1.6%), HIV Antibody – oral fluid batch 50 (increasing \$2.00 or around 60.3%), and Total Coliforms-Ecoli, MPN (decreasing \$2.00 or 0.2%).

The projected fee revenue for FY 2013-14 is expected to increase slightly compared to the FY 2012-13 budgeted amount of more than \$1.1 million. The projected revenue of almost \$1.13 million is approximately 8% higher (\$80,579) than actual FY 2011-12 revenue received. The Health Agency expects the revenue for the Public Health Lab to increase due to the offering of new tests, improved testing methods and more competitive rates.

Planning and Building – Fund Center 142

As shown in the chart below, the fee schedule workbook submitted by the Planning and Building Department includes 891 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
891	837	25	3	26	0	891

The methodology to calculate this year's proposed fees is the same method used in the preparation of the FY 2012-13 fees. Where needed, modifications were made based on changes in the results of the time in motion studies. The hourly rate includes items planned for future expenditures where a portion of the fee will capture a portion of large investments in technology and general plan updates as allowed by law (one-fifth of the total cost needed over the next five years). This approach is consistent with the hourly rate calculation for the prior six years.

The Department has a large number of fees that reflect the variations in building projects. This approach ensures that clients do not pay the same fee for review of a smaller project (in terms of square footage) as a client would pay for a large project. This fee structure is more equitable and allows the applicant to better understand the cost of their permit. For land use and land division applications, the fees recognize the various types of environmental review that can occur. The fee structure reflects the difference in the time it takes to process a specific type of environmental determination and the difference in resources required to process a simple application compared to a complex application. Many of the fees on Planning and Building's fee schedule are rarely if ever used but have been put in place in case these projects are proposed by applicants.

Twenty-six new fees are recommended in order to provide for lower fees for smaller and less complex projects. Most of these new fees are set at lower levels than fees that would currently be applied to reflect reduced scope or complexity of building permits being processed. As an example, there is a new Geologic Review fee for single family dwellings set at \$1,410, which is \$1,261 less than the current fee for Geologic Review – Minor. Most of the new fees are much lower than this example, ranging from \$33 - \$523. The new fees cover a variety of situations such as: inspection of replacement electric meters, grading permits for disturbance of 1 acre or less, inspections of furnace replacements, minor demolition, fire sprinkler systems in new residential construction (10 heads or less), room additions on the first story of up to 250 square feet, and plan check/inspection of residential photovoltaic systems. In addition, there are two new fees set for residents in Los Osos who wish to retain the septic tank for a rain cistern once the new sewer is in place as well as a new fee for Demolition and Debris recycling Permit. This latter fee is simply transferring from the Public Works Department, who used to administer this permit, and is set at the same level that is currently charged.

Twenty-five fees are recommended to increase – nineteen of which are in the final year of the three year phase in of the fee to reach full cost recovery. The most significant increases for these 19 fees include: Development Plan/ Conditional Use Permit with Initial Study (increasing \$2,689 or 18%), Lot Line Adjustment with Initial Study (increasing \$1,457 or 17%), and Minor Use Permit - Tier III with Initial Study (increasing \$1,598 or 17%). One fee - Code Enforcement Violation Fee – minor – is increasing \$224 or 51% to increase the rate of cost recovery from 49% to 75%. Planning and Building is gradually increasing this fee to full cost recovery and will propose to bring this fee to 100% cost recovery in the FY 2014-15.

Two appeal fees are recommended to increase to match the other appeal fees on the schedule. The two fees are the Appeal to Board of Supervisors for denial of curb, gutter and sidewalk waiver (increasing \$467 or 122%) and the Request for Review of Proposed Negative Declaration (increasing \$680 or 400%). All appeal fees will now be set at \$850, which is only a portion of the cost to process these appeals. The cost recovery for appeal fees would be between 9% - 35% with these two fee increases. The department anticipates only one appeal to be submitted for the Request for Review of Proposed Negative Declaration and no Curb, Gutter and Sidewalk waiver appeals.

The fee for the deposit for a Specific Plan with a New or Amended Initial Study is recommended to increase by \$7,800 or 90%) to full cost recovery. Previously this deposit fee reflected the potential for various environmental documents to be processed: a Categorical Exemption (CE), a General Rule Exemption (GRE) and an Initial Study. However, CEs and GREs are not done for a Specific Plan, and thus the deposit was set too low. This recommended increase is to cover the department's actual cost for processing Specific Plans with a New or Amended Initial Study.

Finally, the administrative fees for processing special technical reports, environmental impact reports and mitigation monitoring projects produced by consultants is recommended to increase from 25% of the consultant cost to 30% to improve cost recovery of the department's actual cost of this work. This new rate is comparable to the rate charged by the City of San Luis Obispo and several counties including Butte, Contra Costa, and Marin. Other counties such as Monterey, Santa Barbara and Sonoma as well as the City of Paso Robles charge real time billing for their staff cost to achieve full cost recovery.

The State legislature recently passed SB 1222 which caps the amount of fees that can be charged by localities for permitting of rooftop solar systems on residential and commercial buildings. Pursuant to this new legislation, the sum of all fees for residential rooftop solar systems cannot exceed \$500 plus \$15 per kilowatt for each kilowatt above 15 kW. For commercial rooftop solar systems, the sum of all fees cannot exceed \$1,000 for up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 per kilowatt for each kilowatt above 250kW. A majority of the residential rooftop solar system permits processed by Planning and Building are smaller systems that are tied to the energy grid. The fee for these systems is \$438.52 (when the State imposed fees are added), which is below the \$500 cap. For the less common residential stand-alone rooftop systems (not tied to the grid), or residential rooftop systems that are tied to the grid and need a new meter to support the solar system, Planning and Building will waive any amount in excess of the cap that has been set by this statute. A new foot note (number 21) has been added to state that this waiver will occur. So far, all of the commercial rooftop systems permitted by the County are 10 kW or smaller and the current State and local fees for these total \$960.76, which is below the cap set by SB 1222. Commercial systems larger than 10 kW currently have not been rooftop systems.

The majority of proposed fees are set at full cost recovery. Per Board policy, 7 fees and fee deposits have historically been set at less than full cost. The General Plan, Voluntary Merger and Pre-Application Meetings, as noted below, have been reduced below cost to encourage use. The General Plan fee, however, is subject to full cost recovery techniques if

the processing cost of an application will be substantially in excess of the fee/deposit, as described in footnote 1. Sending site applications are set at below cost as the program is under review and it is rarely used. The appeal fees continue to be set below cost (as noted above) to allow for the process to be affordable to the appellant.

The projected fee revenue for FY 2013-14 is expected to increase slightly (by approximately \$68,800 or 2%) compared to the FY 2012-13 budgeted amount of more than \$3.35 million. The projected revenue of approximately \$3.4 million is \$234,157 less than the FY 2011-12 actual revenue realized.

Public Works – Fund Centers 130, 201, 245

Waste Management - Fund Center 130

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
1	0	0	0	0	1	0

The Waste Management fund center had only one (1) fee, the Construction and Demolition Recycling permit. This fee is proposed for elimination as the Planning and Building Department has assumed the Construction and Demolition Debris Recycling Program.

Public Works Special Services - Fund Center 201

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
26	5	13	5	0	3	23

As in previous years, the methodology used to calculate the FY 2013-14 fees was an average of the prior two (2) fiscal year (2010, 2011) actual cost with a 3.3% CPI for 2012-13 and 1.52% for 2013-14 included. There were several exceptions to this methodology: 1) the Filing Corner Records fee is based upon state statute; and 2) as there is insufficient historical costs or service units to use the two-year average cost method, the Road Exception Requests, Flood Hazard Report, Annexation Map Review and Assessment Apportionment fees were increased by CPI factor of 1.52%; and 3) the Record of Survey fee was calculated based upon the method noted above but will be charged at half cost per Board direction. The majority of the fees charged by this fund center are at full cost recovery.

There are a total of 26 fees charges by the Special Services fund center. No new fees are recommended for FY 2013-14, five (5) are recommended to remain unchanged, 13 to increase and five (5) to decrease. Cost recovery for these fees range from 21.3% to 100%.

Three (3) fees are recommended to be deleted. The Certificate of Compliance (non-lot line adjustment) fee (indicator #2009) is related to map checking and the Certificate of Compliance-Application (non-lot line adjustment) fee (indicator #2010) is related to approving projects. Both these services are provided by the same staff and take the same amount of time to provide; therefore, it is recommended that the Certificate of Compliance fee be consolidated with the Certificate of Compliance application fee. While this consolidated fee results in an increase of \$46 or 25.6%, the overall affect is a \$405 decrease for Certificate of Compliance services. The two remaining fees, Sepia (indicator #2018) and Mylar (indicator #2019) reprographics charges are proposed to be eliminated because the service is no longer applicable due to changing technologies.

Increases for 13 fees range from \$.02 to \$91 (1.4% to 55.3%). As noted above, increases are based on an average of the past two (2) fiscal years adjusted for CPI for FY 2012-13 and FY 2013-14. The largest dollar increase, \$91 or 4.4% is for the Conditional Use Permit fee (indicator #2003). The review for these permits is very labor intensive which contributes to the increase cost. The largest percentage increase (55.3%, \$21) is for the Certificate of Correction (indicator #2007).

Decreases ranging from \$11 to \$1,605 (15.7% to 93.53%) are recommended for five (5) fees. These fees are at 100% cost recovery. The largest decrease is for the Community Acknowledge Form-FEMA (indicated #2012). This fee was added for FY 2012-13 as the Federal Emergency Management Agency (FEMA) requires the majority of flood zone map changes to process a Community Acknowledge Form. The FY 2012-13 fee was set upon full cost recovery; however, staff has found that the time it takes to process a basic form is not as labor intensive as originally thought. It is recommended that this fee be decreased \$1,605 (93.5%) from FY 2012-13 amounts to \$112. Community Acknowledge form that exceed an hour of staff time will be charged actual costs.

Public Works Special Services' FY 2013-14 fee revenue is estimated to decrease by \$7,137 or 26% as compared to FY 2012-13 budgeted fee revenue of \$270,231. This revenue projection does not include any fees that are based on actual cost. Actual revenue for FY 2011-12 was \$360,100 which includes fee revenue based on actual cost and/or deposit.

Roads - Fund Center 245

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
17	4	4	3	3	3	14

The methodology used to calculate the FY 2013-14 fees did not differ from previous years. Fee increases were based on the average actual cost associated with the past three (3) fiscal years with a CPI factor of 1.52% included. Exceptions to this method were 1) the Transportation Encroachment and Transportation Blanket Encroachment Blanket permit fees as they are set by CalTrans; and 2) the Adopt-A-Road Program fee which is charged based on the actual cost of the signs.

There are a total of 17 fees are charged by Roads with three (3) new fees being proposed. Four (4) fees are recommended to remain unchanged and four (4) fees are increasing with three (3) fees decreasing. Three (3) fees are proposed to be eliminated.

The three (3) new fees proposed for FY 2013-14 are associated with curb, gutter and sidewalk services: Curb, Gutter and Sidewalk processing fee (indicator #4025), Per linear foot for design fee (indicator #4026) and Checking and inspection fee (indicator #4027). These fees respectively are proposed to be set at \$504, \$43, and \$1,000 - \$5,000 deposit/actual cost and are set at full cost recovery. The proposed new curb, gutter and sidewalk fees will replace two (2) fees: the Other Encroachments Curb, Gutter & Sidewalk design fees (indicator #4019) and Curb Gutter and Sidewalk inspection fee only (indicator #4020). The reorganization of the curb, gutter and sidewalk fee more accurately reflect the activities performed by staff.

In addition to the deleted fees noted above, the Driveway Encroachment (after occupancy) fee (indicator #4015) is proposed to be consolidated into the Driveway Encroachment fee (indicator #4014). The same activities are performed by staff for both fees and it has been determined that it is more efficient to have only one fee.

Three (3) fees are proposed to decrease \$13-\$141 or 2.9% to 23.6% primarily due to a reduction in costs to provide the various services. These decreases include the Road Impact Appeal Fee (\$15, 2.9%), Utility Encroachment (\$141, 23.64%), and the General Encroachment permit (\$13, 3.8%). These fees remain at 100% cost recovery.

A total of four (4) fees are proposed to increase by 1.4% to 31.5% (\$1 to \$319) as a result of the methodology described above. The largest increase (\$329, 31.5%) is for Utility Blanket Encroachment (indicator #4013; this fee is charged to utilities companies). In previous years, this fee was 125% of the Utility Encroachment fee (indicator #4012; this fee is charged to the general public). As a result of this, costs were not being fully recovered for staff work associated with utility blanket encroachment permits. Beginning in FY 2013-14, the fee for the Utility Blanket Encroachment will be based on actual costs. The four (4) fees proposed to be increased are set at full cost recovery.

Revenue from fees is projected to decrease by 3.2% or \$5,493 as compared to FY 2012-13 budgeted amounts of \$171,327. This projection does not include a projection of revenue based on actual cost and/or deposit. Actual revenue for FY 2011-12 was \$161,471 which includes fee revenue based on actual cost and/or deposit.

Sheriff-Coroner - Fund Center 136

As shown in the chart below, the fee schedule workbook submitted by Sheriff's Department contains a total of 29 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
29	22	7	0	0	0	29

As in the past, fee calculations were based on time studies with the exception of those fees set by statute. Most fees remain unchanged, with the exception of 7 fees that are proposed to increase.

Fee	Current Fee	Proposed Fee	\$ Incr.	% Incr.
Fingerprinting	\$10.00	\$21.00	\$11	110%
Drug Screen Analysis (Urine)	\$43.00	\$53.00	\$10	23%
Controlled Substance Testing	\$65.00	\$78.00	\$13	20%
Drug Screen Batch Analysis (Urine)	\$16.00	\$21.00	\$5	31%
Alcohol Ethyl Glucuronide (ETG) Screen Batch Analysis (Urine)	\$23.00	\$30.00	\$7	30%
Alcohol Ethyl Alcohol (ETOH) Screen Analysis (Blood)	\$42.00	\$52.00	\$10	24%
Drug Screen Analysis Low Level (Urine)	\$79.00	\$87.00	\$8	10%

Fingerprinting fees are increasing from \$10 to \$21. Under PC 13300 (e) fingerprint fees were set by statute at \$10. This limit has been removed and the fee is now set at the full cost recovery level of \$21, as determined by time study data.

All of the other increases are for drug and alcohol testing done by the Sheriff's Crime Lab. These increases are based on the recent increase in the salary for the Sheriff's Forensic Laboratory Technologist, the result of a personnel reclassification study performed by the Human Resources Office that resulted in the creation of a new classification. The new classification and the increase in cost for the position were approved by the Board on March 27, 2012.

Fees make up approximately 3% of total revenue for the Sheriff's Office. The Sheriff anticipates an increase of approximately \$35,000 or 5% in fee revenue for FY 2013-14 compared to the FY 2012-13 adopted budget, primarily due to the elimination of a program that awarded inmates a half-day credit for each day of "good time" served, resulting in a decrease in the number of days charged for Alternative Sentencing program.

Treasurer-Tax Collector-Public Administrator – Fund Center 108

As shown in the chart below, the fee schedule workbook being submitted by the Treasurer's Office contains a total of 34 fees:

Total # of Fees	# Fees Unchanging	# Fees Increasing	# Fees Decreasing	# Fees New	# Fees Deleted	Net # of Fees
34	30	2	2	0	0	34

As in the past, all fee calculations are based on: 1) average productive hourly rate, 2) indirect cost rate proposal (ICRP), and 3) time studies. These methods were utilized for all fees, except for the Card Games or Tables for Hire Fee, which were determined based on a survey of comparable counties to determine an appropriate fee amount.

The department is not requesting that any fees be added or deleted.

Two of the department's fees are recommended to increase due to an increase in direct banking charges. Rabobank has increased its returned check fee from \$5 to \$10 which is prompting a \$4 increase in the Returned Check Fee (from \$31 to \$35) and a \$5 increase in the Tax Collector Returned Payment Fee (from \$48 to \$53). Both are at or near full cost recovery.

Two of the department's fees are recommended to decrease, due to decreases in the cost to provide the service, which are largely attributable to the department identifying efficiencies in various processes. The Redemption Title Search/Noticing Fee is decreasing \$19 (from \$164 to \$145); the Unsecured Delinquent Collections Fee is decreasing \$3 (from \$73 to \$70). Both of these fees are allowed for under the Revenue and Taxation Code, and both remain at or near full cost recovery.

Overall, FY 2013-14 fee revenues are expected to increase 5.4% (\$20,168) over FY 2012-13 projected fee revenues, due largely to a projected increase in the number of current secured delinquent cost fees that will be collected.